

APPLICATION COVER SHEET**SUBMIT 1 ORIGINAL AND 7 COPIES**

Project title for this grant _____
(Give this grant a suitable title)

TOTAL GRANT AMOUNT REQUESTED: \$ _____

Applicant Information: _____
(Legal Name of Applicant's organization)

(Mailing Address of Applicant's Headquarters) (Post Office Box Number)

(City) (State) (Zip)

(County) (Executive Council District)

(State Representative District Number) (State Senator District Number)

GRANT ABSTRACT (100 words or less)

Project Director _____
(Project Director's Name – TYPED) (Title)

(Project Director's Phone Number) (Project Director's Fax Number) (Project Director's E-Mail Address)

(Project Director's Work Address) (City) (Zip)

Name of person who prepared this application: _____
(Name – TYPED) (Title)

Signature: _____
(Preparer's Signature) (Date)

Name of authorizing official for organization: _____
(Name – TYPED) (Title)

Signature: _____
(Authorized Signature) (Date)

BUDGET COVER SHEET**SUBMIT 1 ORIGINAL AND 7 COPIES**

Applicant's Name: _____

Project Title for this grant _____

TOTAL GRANT AMOUNT REQUESTED: \$ _____**Use the budget sheet provided**

- Include proposed costs to be funded with grant monies.
- Round costs to the nearest whole dollar.
- Submit no more than two "typed" pages to explain **each** budget category of your project.

BUDGET CATEGORY	EXPLANATION	AMOUNT <i>(in dollars only)</i>
Conservation treatment(s)	<i>Attach a non-binding price quote for the work to be performed that outlines the condition of the materials and the recommended treatment</i>	\$ _____
Consultant Fees	<i>Attach a resume and a fee schedule for services to be used</i>	\$ _____
Consultant Travel	<i>*The mileage allowance for travel is \$0.435 per mile.</i> <i>*Meals allowance:</i> Breakfast \$ 5.00 Lunch \$ 8.00 Dinner \$15.00	\$ _____
Personnel	<i>This category includes any costs for processing and/or creating find aids</i>	\$ _____
Archival Supplies	<i>Attach a brief itemized quantity of archival supplies. Do not submit advertisements, catalog pages and/or vendor sheets.</i>	\$ _____
Other	<i>Please explain (e.g., postage, office supplies, etc.)</i>	\$ _____
	TOTAL GRANT AMOUNT REQUESTED	\$ _____

APPLICATION NARRATIVE**SUBMIT 1 ORIGINAL AND 7 COPIES****Narrative Instructions:**

- a. Respond to each question below on a separate sheet(s).
 - b. Include the Narrative Question before providing the narrative response.
 - c. Number the pages submitted.
 - d. Include the applicant name and project title on each page submitted.
1. Summarize the proposed project. (*Use no more than two "typed" pages.*)
 - Succinctly state the project support you are seeking and the activities you will undertake.
 - What is the content of the material to be preserved?
 - Describe the historic and cultural significance of the materials to the state of New Hampshire.
 - State the provenance of the materials
 - Provide a timeline for grant activities.
 - If the applicant does not own the material(s), attach a letter explaining the relationship between the applicant and the public entity that owns the material(s).
 2. Describe the current condition of the materials and explain the imminent threat. (*Use no more than one "typed" page.*)
 - Clearly state the nature, the extent and the level of severity of the threat, danger or damage to the materials.
 - Explain why there needs to be access to the materials, and why your targeted audience cannot use the materials.
 3. Explain how this project addresses the threat to the materials. (*Use no more than one "typed" page.*)
 - Describe the proposed conservation work, key personnel involved, and their qualifications.
 - How will the proposed project significantly reduce or eliminate the threat?
 - Explain how your organization will ensure continued maintenance of the materials.
 - Describe how the project will result in increased public access to the materials?
 4. Budget Narrative Explanation.
 - Use no more than two "typed" pages explaining each budget category in your financial plan.

SUPPORTING DOCUMENTATION TO SUBMIT

1. Labeled 4" x 6" or larger black-and-white or color photographs for each application copy.
2. **If the applicant does not own the materials**, a letter explaining the authority under which the applicant will undertake the proposed preservation work on the materials.
3. An attestation on organizational letterhead to the evidence of provenance and public ownership of the materials by the applicant.
4. Historical Societies must submit a letter from their town selectmen stating that the preserved materials will remain public documents and not be sold. In any future event of a sale, Moose Plate Conservation grant funds will have to be returned to the State of New Hampshire.